

# FAQs

## **What is the Personal Property E-Filing Program?**

E-Filing is a more convenient way of filing Personal Property statements. Starting with the 2011 Personal Property statement, you will now have the option to e-file your Personal Property Statement on the internet via a secured website.

## **What If I Own More Than One Personal Property Parcel?**

Access Codes will be unique to a parcel number within each assessment year. If a taxpayer owns several parcels, they will receive a unique access code for each parcel.

## **What Is Required To Qualify For Personal Property E-Filing?**

First, an authorized signature is required. Please have the owner, officer, and/or duly authorized agent of the business complete, sign and return an authorization form (Form DET3976) by Monday, December 1, 2010 to the following address:

City of Detroit - Finance Assessments Division  
Personal Property  
Coleman A. Young Municipal Center  
2 Woodward Avenue  
Suite 828  
Detroit, MI 48226

Once the form has been received and approved, you will receive further instructions on how to E-file, along with the account and PIN number required to access the system. A Personal Property statement will also be included with the e-file instructions for your convenience.

## **What Are The Deadlines For Personal Property E-Filing?**

Properly completed Forms (Form DET3976) filed by February 1 will be processed by the City of Detroit, Michigan Finance Assessments personal property Division and personal identification numbers issued by February 15 (five days before the statutory filing deadline for Personal Property Statements). Even if properly completed Form (Form DET3976) is received after February 1, every attempt will be made to process them by February 20. However, these forms will be processed on a first-come first-served basis with no guarantee that a personal identification number will be issued prior to February 20.”

Michigan law requires all businesses to file annually a Personal Property statement with each jurisdiction where the personal property is located. Statements must be filed by February 1.

If you no longer own a business, the business has closed or there has been a change in ownership prior to December 31, 2010, please contact our office.

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